Missouri State Library
Office of the Secretary of State

Library Services & Technology Act
Federal Grant Program

DIGITAL IMAGING Track III: Retrospective Metadata

Grant Application

Fall 2003

Missouri Five-Year State Plan
For the Use of
Library Services and Technology Act (LSTA) Funds
Fiscal Years 2003 - 2008

Definitions:

A. A <u>public library</u> is a library established and maintained under the provisions of the library laws or other laws of the state related to libraries, primarily supported by public funds and designed to serve the general public.

B. A public elementary school or secondary <u>school library</u> is a library controlled and operated by publicly supported elementary or secondary schools, and designated to serve faculty and students of that school.

C. An <u>academic library</u> is a library which is controlled and operated by a two (2) or four (4) year college or university, either publicly supported or private, and which is designated primarily to serve faculty and students of that college or university.

D. A <u>special library</u> is a library established by an organization and designed to serve the special needs of its employees or clientele. A special library must have an appropriately trained librarian, an organized collection, a minimum of 20 hours of service per week, with some opportunity allowed for service to the public or a strong commitment to resource sharing. They include both private libraries and publicly funded libraries, such as those serving mental health facilities, correctional institutions, and government agencies.

E. A <u>library consortium</u> is any local, statewide, regional, interstate, or international cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and special libraries and information centers, for improved services for the clientele of such library entities.

Reprinted from State Plan submitted July 31, 2002

MISSOURI STATE LIBRARY
LSTA Grant Program
Digital Imaging Track III:
Retrospective Metadata
Information & Guidelines
Fall 2003

What is this grant program?

This grant program provides funding for eligible libraries and their partners in the cultural heritage community to add both **item-level metadata & indexing** to existing digital collections that currently lack adequate access. Some examples of this might be adding XML tags to a web page or creation of Dublin Core database records.

Projects must follow the standards for metadata and image capture made by the Missouri Digitization Planning Project. Please see: http://www.virtuallymissouri.org/guidelines/guidelines.html.

Who may apply?

- Public libraries that currently receive state aid.
- Academic libraries
- School or Special libraries with primary source materials (historical or cultural)
- Archives, historical societies, or museums may be eligible to participate in partnership with a library.
- All libraries meeting the definitions of public, academic, and special library and library consortium as defined in the *Missouri Five-Year State Plan for the Use of Library Services and Technology Act (LSTA) Funds* are eligible to serve as the primary applicant and fiscal agent for these grants. A copy of the definitions is posted at: http://www.sos.mo.gov/library/development/grants/define.asp

What amount of funds may be requested?

There is no limit on the amount of funds that may be requested. The State Library may decide to award a grant request in full or in part subject to funding availability and program priorities.

Are local matching funds required?

No matching funds are required.

How may the grant funds be used?

Eligible expenses:
- To hire outside personnel to carry out scanning, indexing or metadata creation
- To contract with a vendor for scanning, indexing, or metadata creation.
- To purchase the following types of software: web page authoring programs, XML tagging, database management systems, or server software for creating dynamic web pages (for example, Microsoft Active Server Pages).

Note: A library may use grant funds to pay an existing part-time employee for extra hours to plan and implement the grant project, or a library with limited staffing may hire a qualified individual at an hourly rate to plan and implement the project. Grant funds may not be used to compensate a full-time staff member for time spent on the grant project.

Ineligible expenses:
- Acquisition of digital scanning or photographic equipment.
- Acquisition of digital imaging software.
- Desktop computers or servers
- Furnishings, signage, coin-operated devices on equipment, vehicles, and other items that may be deemed ineligible by the Missouri State Library.
- On-going operating costs, such as monthly Internet Service Provider (ISP) fees.
- LSTA grant funds may **not** be used for administrative overhead.

Requirements:

- The grant project must involve use of a standard metadata scheme for item description and indexing (see "Descriptive Metadata" section below). The Dublin Core metadata set is preferred for this grant program.
- The grantee must be willing to participate in statistical information gathering and other surveys to measure the effectiveness of this project. For example, grantees may be asked to specify what percent of a given set of materials required re-scanning to meet imaging standards for the project.
- The grantee must be able to provide documentation of output measures such as searches done on a project database or web page.

What other opportunities or obligations do grantees have?

- All grantees are required to attend the "Metadata For Your Special Collections" workshop offered by MLNC on an as-needed basis. To schedule a session for your institution, contact Blythe Cermak at 800-969-6562, ext. 814. All prospective applicants for future rounds of this grant track are strongly encouraged to attend this and the other workshops in MLNC's Digitization Workshops track (see the link at: **http://www.mlnc.org/Workshops/workshops.html**).
- All prospective applicants are encouraged to attend the **Missouri Digitization Conference 2004** in order to keep abreast of digitization work in Missouri. The Pre-conference and Conference will be held February 10th - 12th in Independence**.** Call Blythe Cermak at 800-969-6562, ext. 814 for details on the conference and the presentations described in the next paragraph.

    Note: There will be a **Grants Workshop** http://www.sos.mo.gov/library/development/grants/mlnc_flyer.pdf held at the February 11, 2004 session of the Missouri Digitization Conference. This workshop will include a brief presentation on the guidelines for the three digital imaging grant tracks. There will be an opportunity for questions on the application process following the presentations. Grantees from previous grant rounds also will be making presentations on their projects during the conference.
- At the discretion of the State Library, selected grantees may be required to attend a workshop in 2004-2005 and make a presentation on their projects.

- Grantees will be encouraged to present demonstrations and progress reports at various other venues around the state, such as the MLNC Digitization Conference, the State Library's Summer Institute, meetings of the Missouri Digitization Planning Committee, or others.

What are the priorities for fundable projects?

The following are key elements in designing a project that will receive priority for funding under this program:

- **Importance of the collection.** The proposal must demonstrate the unique nature of the materials to be processed, how they fit into the category of primary source materials, and what value or benefit will accrue to the citizens of Missouri and other patrons by making them available in digital format via the Web. Collections should be generally representative of Missouri. It is important to demonstrate what demand exists for these collections already.
- **Preference will be given to primary source materials.** "Primary source materials" refers in general to original historical and cultural materials, and not printed material or reproductions of original documents unless the original no longer exists.
- **Indexing.** Explain what indexing method the project will incorporate and why it was chosen over others. Show how this indexing will facilitate search and retrieval of digital images.
- **Metadata.** The project must include metadata relating to content description, administrative information, and file structure as part of the indexing for each digital image captured during the project. This metadata should include:
  1. **Administrative Metadata:** provides the management structure for a digital item, including rights management, access control, preservation, image identification and features.
  2. **Structural Metadata:** describes the internal organization of a document. It supports functions such as providing key access points (table of contents, etc.), browsing, navigation (turning pages), relationships (sections vs. chapters), presentation (arrangement of sections). Structural metadata is provided by document encoding schemes and the database programs that house the digital images.
  3. **Descriptive metadata**: defines elements for discovery and identification of items (such as title, subject, author, keywords, etc.). Descriptive metadata should follow standard practices for one of the following well-known formats, Dublin Core, EAD, GILS, or contain data elements that map to the Dublin Core elements.
- **Thesaurus:** controlled vocabulary for subject headings. Please state whether you are using a standard system such as Library of Congress Subject Headings, or if not, why you chose not to use controlled vocabulary.
- **Delivery System.** Describe the database management system and web server Program or other system you use or will use to store and deliver digital objects and metadata via the Web. For example, Microsoft Access or Filemaker Pro combined with Microsoft Active Server Pages.

- **Imaging Standards.** Projects should conform to the Missouri Digitization Planning Committee's guidelines on metadata, scanning, and copyright. These may be obtained at: http://www.virtuallymissouri.org/guidelines/guidelines.html**. Applicants will be required to stipulate that these guidelines were followed in the original scanning project or to make a good case as to why different guidelines were used. In the latter case, the applicants will be expected to include the scanning specifications from the original project in their application.**

How long is the grant period?

January 1, 2004 through December 31, 2004

What is the review process?

- To be eligible for review, applications must be **postmarked by October 21, 2003, or hand-delivered by 5:00 pm October 22, 2003**.

- **Only complete applications from eligible libraries and their partners will be reviewed.**

- Outside committees will assist State Library staff in reviewing and evaluating the formal grant proposals. The review committees will be made up of staff members from libraries, archives, museums and other cultural heritage institutions. They will be selected for their professional competence and experience in content selection, digital imaging and project management.

- The State Librarian will review all recommendations from staff and the committees and make the final recommendation for grant awards to the Secretary of State.

- A list of funded applications may be posted to the State Library's web site (at URL http://www.sos.state.mo.us/library/development/grants.asp) in January 2004, after the grantees have been individually contacted.

- Grant funds may be encumbered or expended only after the grant agreement is fully executed and signed by the grantee, the State Librarian, and the Executive Deputy Secretary of State.

Grant program timeline:

October 21, 2003	Applications due (postmark date)
October 22, 2003	Hand-delivered applications due
January 1, 2004	Beginning of grant period
December 31, 2004	End of grant period
January 31, 2005	Final report due to State Library: all funds should be spent

Where do I apply?

> ***Mail completed application form to:***
> Carl Wingo, Library Consultant for
> Technology & Bibliographic Services
> Missouri State Library
> 600 West Main Street, PO Box 387
> Jefferson City, Missouri 65102-0387

For further information contact:

Carl Wingo, Library Consultant for Technology & Bibliographic Services, Missouri State Library, 600 West Main Street, P.O. Box 387, Jefferson City, Missouri 65102-0387. Telephone: 573-526-1087 or (in Missouri 800-325-0131, ext. 12). Email: wingoc@sosmail.state.mo.us.

CIPA COMPLIANCE

In deciding whether to apply for any LSTA-funded grant, libraries should be aware that accepting such a grant might trigger an obligation to comply with the Federal Children's Internet Protection Act (CIPA). Whether CIPA is triggered will depend on the specific use of the LSTA funds awarded and the grant period of the award. If triggered, CIPA will require a grant recipient to certify either that it is undertaking efforts to comply with CIPA or that it has in place a policy of internet safety that includes the operation of a technology protection measure (filter) with respect to any of the recipient's computers with internet access. The nature of the certification depends upon the type of library making application and the grant period of the award.

MISSOURI STATE LIBRARY
LSTA Grant Program
Digital Imaging Track III:
Retrospective Metadata
Application Instructions
Fall 2003

Please call Carl Wingo, Library Consultant for Technology & Bibliographic Services, Library Development Division, Missouri State Library at 1-800-325-0131, ext. 12, if you have questions about the instructions or the application form.

GENERAL INSTRUCTIONS

- Use the enclosed application form. The application form is not to be changed in any way. Responses should be typed. **Signatures should be in blue ink**.
- The Grant Review Committee will photocopy the application for use. Fill in the applicant library and partnering institution(s) names at the top of each sheet. The application form and instructions may be photocopied as needed.
- Part II—Narrative is to be typed <u>double-spaced</u> on plain sheets, with the applicant library and partnering institutions' names at the top of each sheet. Attach this narrative to the back of the application form. **Please number the pages.**
- Part III—Certification and Signatures must be included or the application will be ineligible for consideration. Please sign in blue ink.
- Failure to give the required information may eliminate your application from consideration.
- Double-check your math in the budget portions. Proofread the proposal. Correct spelling, grammar, and typing mistakes before submission.
- Use white 8-1/2 x 11" paper. Do not use binders, folders, or notebooks.

ITEMIZED INSTRUCTIONS

Part I

Project number — Leave blank.

Name of applicant library — Give the official, legal name of the library and its parent organization. If an archive, museum or historical society is partnering with a library on the grant, the library **must** be listed as the applicant on the application form.

Federal Tax I.D. # or MO Vender # if different—Same as Federal Employee Identification Number (FEIN) or Tax Identification Number (TIN). Make sure this is your Missouri Vender ID number. In some cases, it is different and this is the number we must have to process your application.

Project Director — Give name of person who will oversee the project and serve as a contact for reports. Include project director's email address.

Project Title — Give a brief title for your project.

LSTA funds requested — Show the total amount of grant funds you are requesting. Round to the nearest dollar.

Project Description (Abstract)— In a brief paragraph, clearly and simply describe the proposed project--its purpose, target audience, and activities. Do not exceed the space provided on the form.

Payment Information — List the name and address of the **library** to which grant payments will be sent. In most cases, this will be the institution listed on the first page of the application. Digital imaging projects that involve more than one library and/or institution must have one library serve as the project administrator and fiscal agent. If an archive, museum, or historical society is partnering with a library on the grant project, the library **must** be listed both as the primary applicant and as the fiscal agent, regardless of the relative shares of project tasks done by the project partners.

List of participating libraries and institutions — Give a complete list of names, addresses, and phone numbers of all libraries and institutions involved in the project. Signatures of authorized representatives of each partnering institution must be included.

Part II — Narrative

This is the most important part of your application. Attach additional sheets with your responses. Organize your narrative using the numbers and headings shown in the application. Print the applicant library and partnering institution's name in the upper right-hand corner of each additional sheet. Add page numbers. Paperclip sheets to application form. Do not use binders, folders, notebooks, or staples. Type and double-space.

Budget — The budget should provide an overview of all anticipated project costs from federal and local sources. Round all amounts to the nearest whole dollar. LSTA funds may not be used for administrative overheads.

A. <u>Contractual Services</u> — Costs for specific services to be performed by an outside vendor, organization or individual under contract. This could include outsourcing contracts or consultant fees.

B. <u>Software</u> — Software such as web page authoring programs, XML tagging, database management systems, or server software for creating dynamic web pages (for example, Microsoft Active Server Pages). **Standard office software such as Microsoft Access is not eligible**.

C. <u>Personnel</u> — Any full- or part-time employees hired on a temporary basis to work on-site during the grant project.

D. <u>Travel</u> – Grantees may claim a mileage allowance of $0.33/mile if they are required to travel to a project presentation workshop held by the State Library, or if they must transport materials for digitization to vendors. The distance traveled one-way must be greater than 30 miles in order to qualify for reimbursement.

E. <u>Other</u>—Costs of any items that do not fall under the categories above, such as postage, printing, and small equipment costing less than $500.   This may also include supplies such as photographic or computer supplies, shipping & handling, etc.

Part III — Certification & Signatures

Signature of Library Director —The administrative head of the applicant library (the library named on the first line of page 1 of the application), i.e., the library director, or other administrator, must sign the application form **in blue ink**.

Signature of Library Board President or Authorizing Official—The library board president, school superintendent, or other head of the administrative board of the applicant institution, must sign the application form **in blue ink**. If a board does not govern the applicant library, the signature must be from an individual with the authority to oversee and sign legal binding agreements for the applicant library. If you have any questions about this requirement, please call Carl Wingo at (800) 325-0131, ext. 12 for instructions. A signature and date on these lines indicate that the library board or authorizing official approves the intent of the grant and will allow the designated project director to oversee the project.

Rev. 9/03

Checklist

The following checklist may be used to ensure that the application is complete.

General:

_____ The application includes pages 12, 13, 17, and 19 of the application form supplied by the State Library.

_____ Additional pages are typed (double-spaced) on one side of 8½ x11" sheets, with the applicant institution name in the upper right-hand corner. Pages are numbered.

_____ The complete application is paper clipped. Please do not use binders, folders, notebooks, or staples.

_____ The application will be postmarked or hand-delivered by the deadline dates.

_____ The address to which the application is being mailed is correct and complete.

_____ The application has been proofread with mistakes corrected, and is neat, well organized, and easy to read.

Part I:

_____ All lines are filled in.

_____ Project Summary concisely states the main idea of the proposed project.

_____ Budget section is filled in and math is correct.

_____ Project partner information is complete and signatures are attached.

Part II:

_____ Proposal includes complete and detailed answers to all questions.

_____ Answers are numbered to correspond with the questions.

_____ Proposal includes a line-item budget, a narrative budget, and specifications for each piece of equipment requested (if applicable).

_____ Appended materials are camera-ready. Applications are photocopied as they arrive at the State Library.

Part III:

_____ Application is signed by the appropriate officials.

MISSOURI STATE LIBRARY
LSTA Grant Program
Digital Imaging Track III:
Retrospective Metadata
Grant Application
Fall 2003

Project # _____

ATTENTION: YOU MUST USE <u>THIS SHEET</u> AS PAGE 1 OF YOUR APPLICATION!

PART I   *Please type.*

Name of applicant library:_____

Federal Tax I.D. # or MO Vender # if different:_____

Address:_____

City: _____ County: _____ Zip code: _____

Phone: _____   Fax: _____

Institution director: _____

Project director (contact person): _____

E-mail address (contact person): _____ _____

Project Title:_____

Total population of library's legal service area: _____

Estimated number of persons to be served by this project: _____

LSTA funds requested: $_____

Local funds to be used (if applicable) $_____

Project description (not to exceed space provided):

PAYMENT INFORMATION:

Name and address of library to which payments will be sent (fiscal agent):

Library name:_____

Address:_____

City:_____State:_____Zip:_____

List of participating institutions
Give a complete list of libraries and other institutions participating in this grant project. Signatures of authorized representatives of each partnering institution must be included. Attach an additional sheet, if needed.

PROJECT PARTNER #1:

Name of Institution:_____

Address:_____

City:_____State:_____Zip:_____

Phone:_____ Fax:_____

Signature of authorized representative:_____

Typed name & title of representative:_____

PROJECT PARTNER #2:

Name of Institution:_____

Address:_____

City:_____State:_____Zip:_____

Phone:_____ Fax:_____

Signature of authorized representative:_____

Typed name & title of representative:_____

PROJECT PARTNER #3:

Name of Institution:_____

Address:_____

City:_____State:_____Zip:_____

Phone:_____ Fax:_____

Signature of authorized representative:_____

Typed name & title of representative:_____

PART II: NARRATIVE

Attach additional sheets with responses to the following items. Include the applicant institution and partnering institution(s) names in the upper right-hand corner of each sheet. Number your responses to correspond with the numbers below. Please type, double space, and number the pages.

1. INTRODUCTION (maximum 1 page)

i. Introduce the library that will serve as fiscal agent and describe its qualifications as an applicant for funding. Establish its credibility as an agency that can effectively administer a digital imaging grant. Give similar background information for all project partners.

ii. Describe any previous experience with digital imaging projects.

2. NARRATIVE DESCRIPTION OF THE PROJECT (maximum 5 pages)

A. Collection:

i. Please describe the desired outcome of your project and the digital collection that will result.

ii. How was the collection selected? What is its scope and content? Can it be described as primary source materials according to the criteria given? What criteria have you used to evaluate the historical and/or cultural value of the selected materials? Why is this collection unique, significant, and generally representative of Missouri or a part of Missouri history?

iii. How will providing improved digital access benefit the people of Missouri? Describe and document, if possible, the current level of demand for this collection.

B. Metadata & Indexing:

i. What metadata scheme will you use to describe the collection? How will you handle the use of administrative and structural metadata?

ii. How will the collection be indexed? What level of access will this indexing provide (i.e., record-level, collection level, etc.)?

iii. What hardware and software will you use to provide web-searchable access to the collection?

C. Methodology:

i. Who will carry out the various components of the project? Give professional background, training and/or expertise for each person working on the project.

ii. If you plan to outsource any portions of the project, what criteria and methods will you use to identify competent vendors or contract professionals? What quality control procedures will you put in place? How will you enforce standards? Do your legal agreements with vendors reference this issue?

iii. **Imaging Standards Certification --** please check one box below (continued on next page)

☐ I certify that the digital images being used in this grant project were originally scanned to the technical standards specified in the Missouri Digitization Project guidelines posted at
http://www.virtuallymissouri.org/guidelines/guidelines.html

☐ The Missouri Digitization Project guidelines were not followed during the original scanning of the digital images being used in this project. (Please attach an appendix showing the scanning specifications from the original project and the reasons why the Missouri Digitization Project guidelines were not followed**.**

Financial Issues:
i. How will you support this digital collection financially so that it will be accessible to the public free of charge?
ii. What impact will implementing this project have on your institution's ability to maintain ongoing services (i.e., staffing, operation and maintenance budgets, etc.)?

E. Legal Issues:
i. If you plan to use materials or collections that belong to other institutions, please explain what steps you have taken to ensure that appropriate legal agreements are in place regarding ownership, copyright, and use of those materials. Have you consulted with your legal advisor regarding these issues?

3. PARTNERING LIBRARIES AND OTHER INSTITUTIONS
- Describe in detail the role each project partner will have in this project. Include a brief one- or two-sentence description of each partnering institution.

4. PROJECT ACTION PLAN (IMPLEMENTATION)
- Work Plan--Present a detailed, step-by-step work plan, in chronological order, in the form of a **timetable** with tentative dates, that describes the activities to be used to complete your project. Include program content, frequency and duration of activities, resources and equipment to be used, personnel involvement, partners' roles/involvement, and expected completion dates.

5. EVALUATION OF PROJECT
- Describe how you will carry out ongoing monitoring on project progress and quality levels for outsourced work. How will the project be evaluated, what tools of measurement will be used to determine the extent to which the project met its objectives, and who will perform the collection and analysis of evaluation data? Will there be follow-up evaluation after the project is completed?
- Append a sample evaluation form, if one is being used. Tools of measurement include questionnaires, interviews, data or number collection, use of existing data, structured observation, logs to record hit rates on the web site, etc.

6. BUDGET (2 parts)

- **Part 1—Line Item**. Using the budget worksheet of the application form as a guide, include a line-item budget listing the expected expenditures. Round all figures to the nearest whole dollar. Check your math! Include the unit price of each piece of equipment.

Sample Budget:

Contractual Services	Total
Outsourced scanning ($30/hr x 75 hrs)	$2,250
Contract cataloging & indexing ($50/hr x 200 hrs)	$10,000
Software	
Dreamweaver MX 6.1	$399
Personnel	
On-site full- or part-time temp. staff: ($15/hr x 50 hours)	$750
Travel	
Mileage allowance for travel to required project presentation workshop @ $0.33/mile x 75 miles (mileage must be greater than 30 miles)	
Other	
(Printing supplies, postage, shipping & handling, etc.)	$100
TOTALS	**$13,499**

Please Note: Not all of the categories listed above will be applicable for each grant track.

- **Part 2—Narrative**. Further explain, in narrative form, each line item in the budget. Show that these expenditures are clearly related to your project. If requesting funds for equipment, include the specifications and unit price of each piece, and state why these items are not available for project use from the partnering agencies, why they are necessary for the project activities, and where the equipment will be located during the project and after the project is completed. **Note: The applying library retains ownership of the equipment at all times (*this clause applies only to certain grant tracks*).**

Library _____

6. BUDGET WORKSHEET: LSTA Digital Imaging Track III: Retrospective Metadata Grant Application

	LSTA FUNDS	LOCAL FUNDS	Total
Contractual Services			
Software			
Personnel			
Travel			
Other			
TOTALS			

Computer Minimum Specifications – September 2003	
Computer Workstations	
Processor	2.2 GHz
Memory	512 MB SDRAM
Monitor	17" color
Operating System	Windows 2000 w/ Service Pack 3; Windows XP Professional
Floppy Drive	3.5 inch 1.44 MB diskette drive
CD-ROM	48X Standard CD-ROM, or 12x DVD, or 32X12X48X CDRW
Hard Drive	40GB
Video	4x AGP w/ 32MB RAM
Network Card	10/100 Ethernet network card if you have or plan to implement an Ethernet network
Laptop Computers	
Processor	2.0GHz stepping technology (such as Intel SpeedStep)
Memory	256 MB SDRAM
Monitor	14.1" XGA Color Display
Operating System	Windows 2000 w/ Service Pack 3; Windows XP Professional
Floppy Drive	3.5 inch diskette drive
CD-ROM or DVD	48X Standard CD-ROM, or 12x DVD, or 24X10X24X CDRW
Hard Drive	20GB
Video	4x AGP w/16MB SGRAM graphics video card
Sound	Integrated 16-bit sound card
Network Card	10/100 Ethernet card (Intergrated is optional and recommended)
Modem	56K (Intergrated is optional and recommended)
Expansion Slots	Two PCMCIA Type II slots
External Ports	NTSC/PAL Output, (2) USB, Parallel, Serial, VGA, PS/2, S/PDIF
Battery	Lithium Ion battery and AC pack
Servers	
Processor	2.2 GHz
Memory	512MB SDRAM
Monitor	15" color
Operating System	Windows 2000 Server w/ service pack 3
Floppy Drive	3.5 inch diskette drive
CD-ROM	48X Standard CD-ROM, or 12x DVD, or 16X10X32X CDRW
Hard Drive	80GB hard drive plus software storage (i.e., GB free hard disk space after all software installations have been made); 5GB system partition (NOS)
Video	32 MB AGP Graphics card 4X
Network Card	10/100 Twisted Pair Ethernet network card if you have or plan to implement an Ethernet network

All computers purchased with LSTA grant funds must meet these minimum specifications established by the Missouri Secretary of State's Office.

PART III: CERTIFICATION AND SIGNATURES

ATTENTION: You must use <u>pages 12, 13, 17, and 19 as part of</u> your application! To complete this application, attach numbered pages with responses to items in Part II.

Signatures of both the Library Director and the Library Board President (or Authorizing Official) are required, or the application will not be considered.

We are aware of, and agree to comply with, all state and federal provisions and assurances required under this grant program. If awarded grant funds, we assure that we will carry out the grant project according to the approved grant proposal. This application has been authorized by the appropriate authorities of the applying library. By signing this application, the library board acknowledges compliance with and agreement to all eligibility requirements.

_____   _____
Type name of Library Director   Type name of Library Board President
                                         or Authorizing Official

_____   _____
Signature, above official (in blue ink)   Signature, above official (in blue ink)

_____   _____
Date   Date

Mail completed applications to:
    Carl Wingo
    Consultant for Technology & Bibliographic Services
    LSTA Digital Imaging Grants
    Missouri State Library
    600 W. Main St., PO Box 387
    Jefferson City, MO 65102-0387

Application deadline: October 21, 2003 (postmarked); October 22, 2003 (hand delivered)

For State Library use only:

_____ Approved   ____ Not Approved $_____Amount Awarded

> *These grants are made available through funds from the Library Services and Technology Act appropriated by Congress and administered by the Institute of Museum and Library Services and the Missouri Secretary of State.*

INSTITUTE *of* **MUSEUM** *and* **LIBRARY** **SERVICES**